



# PRISON INDUSTRY AUTHORITY

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

## OPEN EXAMINATION

For

## PRISON INDUSTRIES SUPERINTENDENT II (LAUNDRY)

THIS EXAMINATION IS BEING CONDUCTED UNDER A DEMONSTRATION PROJECT TO ESTABLISH AN ALTERNATIVE EXAMINATION AND SELECTION PROCESS FOR FILLING SPECIFIED POSITIONS. IN ADDITION TO CANDIDATES COMPETING ON AN OPEN BASIS, INTERESTED INCUMBENTS AT THE PRISON INDUSTRIES SUPERINTENDENT II (LAUNDRY) LEVEL AND THOSE ELIGIBLE FOR LATERAL TRANSFERS WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY.

**DIVISION:** OPERATIONS DIVISION

**LOCATION:** CALIFORNIA INSTITUTION FOR MEN

**POSITION TITLE:** PRISON INDUSTRIES SUPERINTENDENT II  
(LAUNDRY)

**SALARY RANGE:** \$4573-\$5511

**FINAL FILING DATE:** MARCH 13, 2007

Note: If you previously submitted an application for this position, which had a final filing date of FEBRUARY 20, 2007, you do not need to submit another application.

### MAJOR DUTIES OF THE POSITION INCLUDE

Under the direction of the Prison Industries Manager and/or Prison Industries Administrator, the incumbent is responsible for supervising and coordinating the activities of a Prison Industries Superintendent I, (Laundry) and/or Industrial Supervisor, Prison Industries (Laundry) in the operation of a modern industrial laundry.

### MAJOR DUTIES OF THE POSITION INCLUDE

Supervise, lead, and train the Prison Industries Superintendent I (Laundry) and Industrial Supervisor, Prison Industries (Laundry) in laundry production methods, policies, procedures, safety, fire prevention, and work habits; additional responsibilities include, but not limited to, the complete work process, which ranges from receiving materials through delivery of finished items to the next step in process, which ensures quality is built into the process.

### **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications by the final filing date in order to participate in this examination.

#### **Either I**

One year of experience in the California State service performing the duties of a Prison Industries Superintendent I (Laundry), in a PIA laundry enterprise or trade.

#### **Or II**

Two years of experience in the California State service performing the duties of an Industrial Supervisor, Prison Industries (Laundry), in a PIA laundry enterprise or trade.

#### **Or III**

Four years of production experience in a laundry enterprise or trade, at least two years of which shall have been in a supervising capacity.

### **SCREENING CRITERIA**

1. Experience in production planning, scheduling labor, materials, and procurement of equipment and supplies, in an industrial laundry operation.
2. Knowledge and experience regarding preventive maintenance programs including troubleshooting, maintaining and repairing related commercial laundry equipment and/or machinery.
3. Experience regarding California Code of Regulations (CCR) Title 8, 22, Health and Safety, Quality Assurance procedures, and Bacterial Testing in an industrial Laundry.
4. Demonstrated knowledge and experience in effectively managing multiple projects, staff training, development and delegation.
5. Experience using titration methods and a thorough knowledge of washroom chemistry.

### **DESIRABLE QUALIFICATIONS**

1. Demonstrated experience working in an industrial environment within a correctional setting.
2. Demonstrated experience and knowledge of automated systems, networks, and personal computers, including Microsoft Office.
3. Demonstrated knowledge of Prison Industry Authority (PIA) Inmate Employability Program (IEP).
4. Demonstrated experience and knowledge of an Injury Illness Prevention Program (IIPP).
5. General knowledge of PIA's sexual harassment policy.
6. General knowledge of the State and PIA procurement process.
7. Demonstrated ability to effectively supervise a service factory while creating a positive environment of professionalism and team building with subordinate staff and inmate employees.

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** (with particular reference laundry): (1) Methods, materials, machinery, processes, tools, and equipment used in industrial operations; (2) production scheduling and control; (3) quality standards and control; (4) safety practices and orders; (5) materials handling techniques; (6) principles of personnel management, supervision, budget preparation, and cost control; (7) the Department's equal employment objectives; (8) a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and maintaining a work environment that is free of discrimination and harassment.

**Ability to:** (with particular reference to laundry): (1) Set up, repair, maintain, adjust, and operate required equipment; (2) make labor and material estimates; (3) instruct and supervise staff, inmates, or residents in production techniques and safety practices; (4) maintain firm, impartial, and consistent discipline; (5) understand rules, regulations, laws, and procedures; (6) analyze situations accurately and take effective action; (7) keep records and prepare reports; (8) communicate effectively at a level required for successful job performance; (9) effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

### **EXAMINATION INFORMATION**

This examination will consist of a screening of the applications and interview. The minimum qualifications and screening criteria listed on this bulletin may be used to screen applicants. Therefore, it is important that each applicant provides specific information on how his/her experience, knowledge, and abilities are applicable to the minimum qualifications and screening criteria. The interview will include a number of predetermined questions related to the knowledge, abilities, screening criteria, and desirable qualifications listed on the bulletin. Interviews may not be conducted if the hiring manager finds them unnecessary to make a selection.

All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.

### **ELIGIBLE LIST INFORMATION**

An eligible list will not be established as a result of this examination. This examination is only for the specific position identified within this bulletin. Applications received will not be maintained for future positions.

### **FILING INSTRUCTIONS**

Standard State applications (Form 678) must be filed by mail or in person to the address listed below. On your application, please indicate the **exam title** and **location** of the position you are interested in.

**Note: If you previously submitted an application for this position, which had a final filing date of FEBRUARY 20, 2007, you do not need to submit another application.**

**Submit applications to:**

**CARLOS P. CHAVEZ  
PRISON INDUSTRY AUTHORITY  
CALIFORNIA INSTITUTION FOR MEN  
14901 CENTRAL AVENUE/P.O. BOX 1031  
CHINO, CA 91710  
909.606.7035**

All applications must be received or postmarked by the ***Final Filing Date***. Applications postmarked after the final filing date will not be accepted for any reason.

Questions regarding this examination process should be directed to: Judy Troja or Sophia Lomax, Examination Services Unit, at (916) 358-2696.

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CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:  
FROM TDD PHONES: 1-800-735-2929, FROM VOICE PHONES: 1-800-735-2922